



# All Souls College University of Oxford

## **Chef de Partie**

### **FURTHER PARTICULARS**

#### **INTRODUCTION**

All Souls College seeks to employ a Chef de Partie who is keen to learn and provide effective support and assistance to the Head Chef and his team. All Souls College is a registered charity and is unique among Oxford colleges in having no students. It has a Fellowship of some 80 consisting principally of Research Fellows and holders of University posts and also employs some 70 full and part-time staff. Further details of the College may be found on the website.

#### **OUTLINE JOB DESCRIPTION**

The Chef de Partie will work under the day-to-day direction of the Head Chef and under the overall supervision of the Manciple. The successful candidate will be able to produce high quality cuisine, with an enthusiasm and a willingness to learn. He/she must be able to show initiative and flexibility and the ability to work under pressure when required. Applicants must be able to adjust their hours in response to College need and undertake evening and weekend work when needed. The post holder is required to support the kitchen with the direction of the Head Chef, or senior chef with the following tasks:

- Prepare breakfast, lunch and evening meals;
- Prepare for special College functions and private events;
- Adhere to time schedules in preparation of foods;
- Assist with the preparation of menus;
- Assist the Head Chef to check suppliers' deliveries, the correctness of their invoices and food stored correctly in relevant area;
- Keep a check on quantities and temperature of food in hot plates etc. recording information on relevant forms;
- Assist with any special requirements, i.e. buffets, conferences etc. as and when required;
- Ensure that food leftovers are correctly processed and stored;
- Report any hazards or breakdowns of equipment;
- Ensure that all stoves and ovens etc. are turned off at the end of shift;
- Carry out additional duties such as covering sickness and holidays of other staff if required;
- Work as part of a team to provide a good working environment promoting a positive attitude and pride in work produced;
- Keep Allergen records of goods produced;
- Put stores away and check dates of stock, ensuring good stock rotation;
- Ensure the required standard of food hygiene and health and safety at all times;
- Clean kitchen and food preparation areas and equipment as required;

- Ensure your actions minimise risks to Health and Safety by:
  - working safely and complying with the College Health and Safety rules as set out in the College's Health and Safety Policy, Food Safety Policy, and Staff Handbook;
  - ensuring chemicals are used and stored appropriately;
  - ensuring hazards are reported;
- Ensure that appropriate PPE clothing and uniform are worn at all times when on duty;
- Attend training courses as directed by the Head Chef and approved by the Manciple. Where funded by the College, post holders will be expected to undertake any vocational training in their off-duty time;
- To accept a flexible attitude towards work and to understand that the requirements of the post may vary and develop depending on changing circumstances within the College;
- Other duties as reasonably required by the College;

### **PERSONAL SPECIFICATION**

- Qualifications & Professional or Vocational training:-
- Minimum of 4 GCSEs at grade A\*-C or equivalent;
- Minimum level of NVQ Level 3, or equivalent in Hospitality & catering (or equivalent),
- Level 2 Award in Food Safety in Catering,

### **ESSENTIAL CRITERIA**

#### **Skills & abilities:-**

- Excellent verbal and written communication skills,
- Articulate, innovative and creative,
- Relates professionally with both staff and customers,
- Ability to accept instruction from supervisors,
- Able to undertake all necessary training in catering, food hygiene and Health and Safety,

#### **Special Aptitudes:-**

- A passion for catering and an ambition to learn,
- Ability to work as part of a team,
- Friendly approachable disposition,
- Ease in dealing with people at different levels,
- Ability to develop and apply knowledge of catering effectively in the College environment,
- Keen attention to detail and ability to anticipate,
- Discreet, tactful and diplomatic,
- Flexible and prepared to respond to requests at short notice,
- Basic skills in the use of IT,
- Willingness to be flexible to meet kitchen work requirements

## **Attitude & Motivation:-**

- Passion and enthusiasm for high standards,
- Excellent attendance and timekeeping,
- Smart and well presented at all times,
- Willingness to learn and adapt,
- Reliable and trustworthy,
- Able to work effectively with minimum supervision,
- Able to prioritise and organise own workload,
- Able to undertake early mornings, late evenings and weekend shifts,

## **DESIRABLE CRITERIA**

The successful candidate will ideally be trained with up-to-date certification in manual handling, first aid, food hygiene, food allergens and equality and diversity. He/She will have experience working within a busy kitchen in a fine dining establishment.

Previous experience in an Oxford or Cambridge college is desirable but not essential

## **REMUNERATION**

The starting salary for a full-time appointee will be £26,341 per annum. This is a fixed term contract post for 6 months. The appointee will be enrolled automatically in the Universities Superannuation Scheme <https://www.uss.co.uk/members/members-home> USS is a qualifying pension scheme, which means it meets or exceeds the Government's standards for pensions; the College operates a salary sacrifice scheme in relation to employees' contributions. On satisfactory completion of probation, the appointee and his or her dependants will also be eligible for medical insurance cover for which the College pays the premium although it should be noted that this benefit is taxable.

The normal working hours for this appointment will be 36½ hours over 5 days a week and will include some split shifts, evening and weekend work. Additional working may be required at busy periods, for which the post holder will normally receive Time off in Lieu. The College is also prepared to consider alternative patterns of working, including reduced hours, for a suitable candidate.

Domestic staff are entitled to 20 working days paid leave plus Bank Holidays and additional holiday during the College closed period at Christmas/New Year and Easter. Kitchen staff are expected to take at least one week of their annual leave during the Kitchen closed period in August. If you are required to work on Bank Holidays, time off in lieu will be given.

Applications addressed to the Manciple, All Souls College, Oxford, OX1 4AL must be submitted by post or e-mail (to [staff.appointments@all-souls.ox.ac.uk](mailto:staff.appointments@all-souls.ox.ac.uk)) as soon as possible.

They should include:

- a covering letter explaining why you think you would be suitable for the post, including details of your experience and examples of how you have demonstrated the required skills and competences;
- a completed application form to include:

- your e-mail, your telephone number as well as your address;
  - the names and contact details of two referees whom we can contact in case of your being shortlisted. They will have good knowledge of your recent work and character, noting that the College reserves the right to seek further references as appropriate; and
- the completed [Equal Opportunity Monitoring questionnaire](#) which should either be enclosed in a separate envelope (within posted applications) or attached by email with the application. It will not be seen by anyone involved in the selection process but enables the College to monitor the success of its [equality policy](#).

If you wish to contact the Head Chef to discuss any aspect of this post, please telephone 01865-279322 or email [gary.walsh@all-souls.ox.ac.uk](mailto:gary.walsh@all-souls.ox.ac.uk).

Any offer of employment will be subject to the receipt of satisfactory references and successful completion of the usual pre-employment checks.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates although it should be noted that the role of Chef de Partie requires full mobility within the College which is not equipped with lifts.

All applicants must be eligible to work in the UK and will be asked to bring proof to an interview.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998.